

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 July 1957

FROM : Chief, Intelligence Faculty

SUBJECT: Weekly Activities Report No. 28
26 June - 2 July 1957I. SIGNIFICANT ITEMS

Nothing to report.

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II. OTHER ACTIVITIES

A. On Friday, 28 June, [] students completed the Instructional Techniques Course No. 27.

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B. Intelligence Techniques Course No. 6 started on Monday, 1 July, with [] JOT's.

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C. [] has proposed changing the titles of Reading Improvement and Reading Skills (Executive Workshop) to Reading Techniques and Reading Techniques (Executive Workshop).

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D. Retests were conducted this week for Reading Improvement No. 33, which ended in April 1957. The results showed satisfactory retention of skill gains. [] has started scheduling the retests for the experimental class and will have these results by the first week of August.

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E. [] is making a selection from instructional material used in Intelligence Research (Maps) and [] is providing instructional material used in the Writing Workshop to assist [] in organizing training activities to be conducted at an undisclosed installation.

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F. On Tuesday, 2 July, [] Recreation Officer of the Employee Services Branch, met with [] and [] to discuss agency employee interest in the formation of a toastmasters club. As do other such organizations, this one will encourage fellowship as well as public speaking. Since graduate students of Effective Speaking and Conference Leadership have expressed an interest in such a club, [] plans to notify these students of this activity. In addition, an announcement of this club will appear in the next OTK bulletin.

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